



1 North San Antonio Road  
Los Altos, California 94022-3087

**M E M O R A N D U M**

**DATE:** January 4, 2016  
**TO:** City Council  
**FROM:** Marcia Somers, City Manager  
**SUBJECT: CITY MANAGER – APPROVED PURCHASED BETWEEN \$50,000 AND \$75,000 FOR THE PERIOD OCTOBER 1 – DECEMBER 31, 2015**

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The City Manager's signature authority for one-time purchases is up to \$75,000. Council requested quarterly updates from the City Manager regarding additional expenditures over \$50,000.

During the period October 1, 2015 to December 31, 2015, there were no one-time expenditures between \$50,000 and \$75,000 to report.